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## FACULTY ORGANIZATION IN THE THEODORE ROOSEVELT HIGH SCHOOL

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The following is a plan of organization that has recently been put into operation in the Theodore Roosevelt High School of Alton, Illinois. Its purpose is to delegate to responsible heads or head assistants some of the details that absorb so much of the principal's time, and to leave him free for more extensive supervision, and for greater attention to the larger problems of administration. The plan was suggested by the organization commonly found in business houses. Each assistant is relieved of one or two recitations and is given a small advance in salary. The director and the business manager of boys' athletics are paid more liberally than the other assistants for their extra work. Copies of the general schedule showing the distribution of duties are furnished each teacher in the high school.

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### SUPERINTENDENT

#### PRINCIPAL

The principal has general supervision of the entire school with special attention to the following:

1. Direct supervision of teaching.
  2. Final jurisdiction over all matters of organization and discipline, subject to the rules and regulations of the superintendent and the board of education. All suspensions from classes must be by his permission and authority.
  3. All school and social functions must be referred to him for approval.
  4. All teachers may feel free at any time to consult the principal for advice or to request his assistance.
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#### ASSISTANT PRINCIPAL

1. General supervision of the office.
2. General supervision of attendance.
3. Supervision of scholarship records.
4. Supervision of faculty advisers and teachers' reports.
5. Any matters that need attention in a general way.
6. The assistant principal will act as secretary.

## HEAD ASSISTANT—CURRICULUMS

1. Careful examination of new professional books available on all high-school subjects.
2. Collecting information from bulletins and school papers regarding changes and additions in curriculums and making reports on same.

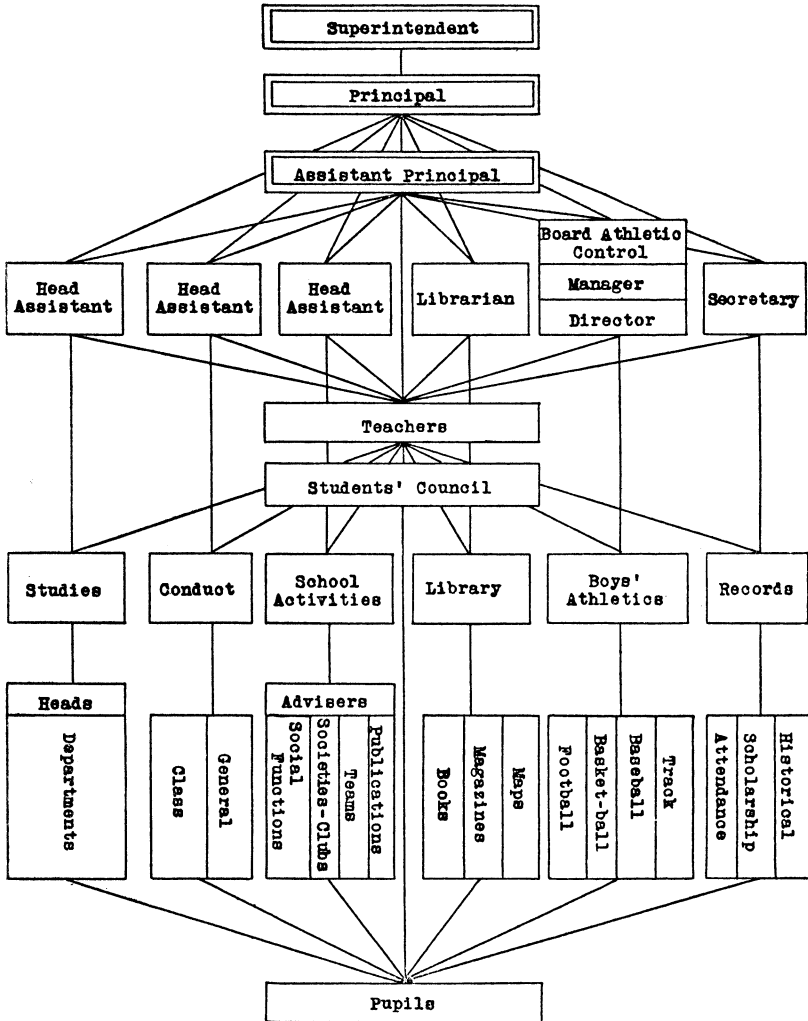


FIG. 1.—Organization of the Theodore Roosevelt High School

3. Supervision through advisers of all pupils above first year to see that they are following curriculums chosen, taking the proper amount of work and the right studies. Have advisers report and then check their reports.
4. Conferences with heads of departments regarding the organization of the department, how to increase effectiveness, and how to prevent as large a percentage of failure as possible.
5. Suggestion of problems and projects to be tried out, supervision of tests, both accomplishment and intelligence tests, and tabulating results.

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#### HEAD ASSISTANT—CONDUCT

1. General supervision of halls and rooms before school, through teachers; assign teachers as seems best.
2. General supervision of halls at passing times. Principal will assist.
3. Record of all pupils sent from recitation on pass cards; interview after second card from same teacher or three from different teachers. Suspend from class or from all classes, if necessary. Refer incorrigibles to principal or assistant principal.
4. Arrangements during noon period to secure quiet in halls and to prevent loitering in cloak rooms. Teachers may be assigned.
5. In charge of demerits; third demerit calls for interview; suspension if advisable.

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#### HEAD ASSISTANT—LIBRARY AND PUBLIC SPEAKING

1. General supervision of library and care of books.
2. Appointment of school librarians.
3. Recommendations for new books; consult with departments.
4. Cataloging new books.
5. Estimating of budget and ordering new books.
6. Supervision of coaching in public speaking contests and training contestants.

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#### HEAD ASSISTANT—SCHOOL ACTIVITIES

1. General supervision of school organizations; assisted by teachers.
2. Management of all school publications.
3. Supervision of literary contests and debates; appointment of coaches, managers, etc.
4. General supervision of public programs.
5. General supervision of all school social functions; appointment of chaperons, restrictions, etc.
6. General supervision of class and school elections; assign faculty advisers to assist.

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#### BOYS' ATHLETICS

The duties of the faculty manager and of the director of boys' athletics are defined and established by the Athletic Board of Control.

## DEPARTMENTS OF INSTRUCTION

## I. Departments

The following departments have been organized in the Roosevelt High School: (1) English. (2) History. (3) Foreign Languages. (4) Science. (5) Mathematics. (6) Commerce. (7) Fine Arts. (8) Manual Arts. (9) Household Arts. (10) Agriculture. (11) Physical Training.

## II. Duties of Head Teachers

1. To assist in the organization of the department and its courses of study.
  2. To hold conferences once each quarter or oftener if desired with the teachers in the department, discussing the course and assisting them to plan new and original work.
  3. To assist in examination and recommendation of textbooks when periods of adoption expire.
  4. To be on the alert for the latest books, methods, and plans of organization with reference to the subjects of the department.
  5. To strive in every way to increase the efficiency of the department.
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## ASSEMBLY ROOM TEACHERS—FOR STUDY PERIODS

## I. Roll duties

1. Make a roll of study period as soon as possible, indicating upon what days pupils are due there. Mark on roll, laboratory, gymnasium, sewing, or typewriting days. Also all permanent excuses should be indicated. Suggestions will be given at office.
2. Require excuses of all who have been absent or tardy.

## II. General duties

1. Turn in all "must" pass cards to conduct assistant.
  2. Keep record of all pass cards given during period until pupil returns.
  3. Observe directions for library, and insist on good order there.
  4. No general talking in assembly room during study hour. Pupils may ask quietly about assignments or borrow needed articles without permission, provided that all is done in a quiet and orderly manner.
  5. Pupils may go to dictionary but not to the library without permission.
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## STUDENTS' COUNCIL

## I. Organization

1. The council is composed of a boy and a girl from each class in the high school, also of the captains of all teams, presidents of literary societies and clubs, editors of school publications, and the head assistant in charge of school activities.
2. It meets once each month on the first Tuesday of each school month.

## II. Work

1. The council may consider all matters relating to the activities of the student body, school conditions, and school problems.

2. It may recommend action to the principal upon any matter of school management affecting the students.
  3. It should assist in promoting school spirit, honest and straightforward conduct, and a proper attitude toward the best interests of the school on the part of the student body.
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#### GENERAL INSTRUCTIONS FOR TEACHERS

##### I. General duties

1. Teachers are due at assigned post at 8:30 A.M., or at 8:00 A.M., if teaching an eight o'clock class.
2. Due in assembly room during the assembly period to take the roll and preserve order. Rows will be assigned by assistant principal.
3. Due in assembly room before school as assigned.
4. Teachers are responsible for good order and discipline anywhere in the building at any time.
5. Special assignments for hall and building duty will be made by the head assistant for conduct.
6. Inspect all printed forms at office and learn their use.

##### II. Classroom duties

1. Take roll (do not "call roll" except for first few days) and mark absences or tardinesses upon absence report blanks in all classes, also in assembly room for study periods.
2. Keep good order, no talking during recitation, except under direction of teacher. Disorder should be treated as follows:
  - a) First step, quiet and unobtrusive correction.
  - b) Second step, public and emphatic correction, without angry tones or scolding.
  - c) Third step, dismiss from class giving a "must" pass card to pupil for assembly room, but *always* direct the pupil to report after school to class teacher. Put both names of pupil on card.
  - d) Fill out form for reporting unsatisfactory conduct and hand to conduct assistant; assembly room teachers will also turn in to conduct assistant all "must" pass cards received during their periods.
  - e) Fourth step, give disorderly pupil a demerit. Forms may be had at office. Turn the demerit blank in to conduct assistant. If pupil is to report, use pupil's check, but not otherwise.
  - f) Fifth step, by permission of principal and recommendation of conduct assistant, suspend pupil from class for not more than three days.
  - g) Sixth step, recommend to the principal permanent suspension from class.
3. Call for excuse blanks, which pupil should secure at the office, from all pupils who have been absent or tardy. If pupil has not yet secured

excuse blank, send him at once with a "permission" pass card to office and keep track of time he uses.

4. Prepare statements of unsatisfactory work for all failing pupils at end of first five weeks of each quarter. Blank forms may be had at the office. Be sure to write name and address of parent on each blank and then hand to faculty adviser of pupil. Faculty adviser should then talk with pupil and hand the blank to stenographer in office who will mail it to parent.
5. Report at end of each quarter marks or grades for all pupils in classes; this does not include physical training or typewriting. Cards called "Report of Record Grades" may be obtained at office. Place cards, when properly filled out, in drawers marked "Record Grade Reports," *behind* your guide card. You will find them there when you need them for the next quarter. Be sure that all cards or blanks handed in at the office are *alphabetically arranged*.

### III. Duties as faculty adviser

1. An active and personal interest should be taken in each pupil in your advisory section. Become personally acquainted with each pupil, learn something of his parents, his home life, problems, and difficulties.
2. Keep in touch with pupils' work, and examine all reports of unsatisfactory work, talk to pupils failing and endeavor to help them keep up. Don't forget to praise the faithful and hardworking pupils also.
3. Chaperon, with other advisers of the class, all class meetings and class social functions.